

KENYON FILM COVID-19 POLICY

January 29, 2020

In response to COVID-19 and mitigating the risk of community spread at Kenyon College and within the greater Knox County Community, the film program at Kenyon College has instituted policies and procedures to oversee all student film projects.

It is your responsibility as a student in the film program to be familiar with these policies and procedures and to strictly abide by them. Our goal is to allow film production to continue while doing our best to keep everyone safe. These safety protocols are in addition to those already in the [KENYON FILM SAFETY HANDBOOK](#).

Please note: as the pandemic landscape continues to evolve with COVID-19, so to have these restrictions and policies. Since the Fall 2020 Semester, the Department of Drama Dance and Film, in careful consultation with the college's COVID-19 Steering Committee, has developed additional guidance on student film production at Kenyon College.

These updated protocols may require you to creatively adjust your project, re-conceptualize it, or pivot towards developing a new project that is more favorable to current production conditions.

Please read and sign the following updated policies, indicating that you understand your responsibilities in relation to COVID-19 procedures and Kenyon Film productions. If you have any questions regarding these policies do not hesitate to reach out to Film Production Manager, Michael Cicetti (cicetti1@kenyon.edu) for further information.

PURVIEW:

Kenyon Film COVID-19 Policies apply not only to Senior Thesis Projects (and their respective student producers, crews, and actors) but to all students in the film program, and their respective filmmaking projects.

PARTICIPANTS & ACTORS:

At this time, you may only use other Kenyon students, staff, or faculty as actors. **You may not bring non-Kenyon actors or helpers to your set, or into Kenyon College buildings; this includes the Wright Center.**

LOCATIONS:

No matter the film location, students will follow the COVID-19 related directives and restrictions listed in this [Kenyon Student Conduct Addendum \(PDF\)](#). Any Kenyon Film set and shoot is in effect an extension of campus: this means no outside actors, no matter where you are shooting.

Per this Addendum:

(i) Kenyon Film locations and travel is restricted to Knox County, Ohio

—and—

(ii) Off-campus residential spaces are deemed College controlled property. Therefore, students assigned to live in off-campus residential spaces will be required to adhere to Kenyon College Student Handbook.

MASKING & DISTANCING (Indoors versus Outdoors):

- As a general baseline, projects must be written in a way in which all performers are masked and distanced —OR— re-written in a way which utilizes an outdoor space, in order for performers to be unmasked and distanced.
- **To be clear, if filming indoors, actors must be masked and distanced even during filmed performance (6ft+).**
- **Scene work for two unmasked actors indoors will not be granted clearance;** however, consideration may be given to utilizing an unmasked solo actor indoors, on a case-by-case basis. Such a clearance will be carefully considered in relation to factors such as:

(i.) The distance and unmasked solo actor is able to maintain from other students on set.

—and—

(ii.) The duration of the monologue the solo actor is scripted to perform.

- Given these creative limitations, **it is strongly advised for Creators to either write or adapt their works with a narrative justification for masking (i.e. writing for this very pandemic moment!) —and/or— rethink the project for filming outdoors, with a limited number of actors to perform unmasked while socially distanced.**
- Large group scenes, or party scenes (scenes with more than FIVE cast members) are prohibited.

MAKEUP

- Actors will arrive to set in “camera ready” in self-applied makeup, which they will apply in their respective living quarters, and then travel set masked-up and “camera ready.”
- This restriction limits the possibilities for makeup. If you have a project that requires intensive makeup, Kenyon Film strongly recommends shelving this creative work for a post-pandemic date.
- Masks must be worn until the moment the cameras are rolling; no exceptions.

PRE-PRODUCTION:

- Each filmmaking team must present a COVID safety plan at their Pre-Production meeting with Film Production Manager, Michael Cicetti (cicetti1@kenyon.edu).
- **Plans should endeavor to reduce the number of necessary people on set at any one time, and limit the number of people on your project to a finite Production Pod.**
- Pre-production Covid plans must consider: cast and crew traffic patterns; the placement of film monitors; staggered call times; and first and foremost,
- Production Pods must be submitted for approval to the Production Manager, two weeks prior to the first day of shooting.
- Meetings should be planned well in advance of any production activities commencing: load-ins; set construction; equipment reservations; rehearsals; filming etc.
- If using the Wright Center Film Studio or Post-Production Suites, all co-creatives on a film team must be approved and cleared through the Film Production Manager. K-Card access will be granted accordingly.

REQUIRED PERSONNEL AND EQUIPMENT:

- a. Every senior thesis film MUST have a producer/production manager. This person cannot be someone who is required to do another job on set, like the director, DP, AC, Script Supervisor, etc. This person will manage the set, including:
 1. Setting and maintaining the schedule for arrival and departure from the set.
 2. Taking the temperature of everyone who arrives on set.
 3. Requiring responses to a set of health related questions from each arrival on set.
 4. Denying entry of anyone who does not pass or refuses to answer the health questions.
 5. Removing unnecessary participants from set to reduce social congestion.
 6. Disinfecting public use areas or items, such as craft service tables, water, etc. with proper cleaning solutions and latex gloves.
- b. Every thesis project should plan to have the following on set at all times, as provided by Kenyon Film. Please communicate and plan 2-weeks in advance to ensure you have the following items:
 1. No-contact instant thermometer - Check one out from the cage as a part of the equipment check-out
 2. Cloth masks for every crew member and performer.
 3. First-Aid kit - Check one out from the cage as a part of the equipment check-out.
 4. Disinfectant spray and paper or cloth towels.
 5. Bottled water - Your production must provide this and the production manager should be sure that it is available. Don't share water bottles!
 6. Hand sanitizer
 7. Health checklist
 8. Any snacks should be single packaged and not communal use. No large bags of chips or nuts or M&M's, etc. Drinks should also be individual use. Make sure you write your name on each cup or use re-usable water bottles for all drinks.

9. Appropriate waiting space for cast and crew not needed on set with proper distancing and protection from weather conditions.

KEY PROCEDURES FOR SAFE PRACTICE:

- Reduce the number of people needed on your film by writing scenes with fewer cast and by only using the number of crew necessary.
- Check the temperature of every person who comes to set and require that they complete a [health checklist](#) before coming to set. If they will not complete the checklist or if they do not pass the checklist, please ask them to leave, even if that means cancelling the shooting day.
- Report all cases of failed checklists to your instructor immediately.
- All non essential cast and crew should leave the shooting area when not needed. This means that no one who is not essential to the shot at that moment should be standing around. They should be told to move to the waiting area until they are called.
- Surfaces should be cleaned and disinfected as often as possible.
- All crew and cast are encouraged to wear masks or face coverings and to practice social distancing when not on camera.
- No sharing of food.
- No live singing in groups
- No party scenes
- For equipment that must be shared, the use of gloves or hand sanitizers must be used. For example, c-stands, lights, barn doors, boom poles, etc. should all be handled with gloves on. Lenses, cameras, recorders, tripods should be handled after using hand sanitizer or with rubber gloves.

KENYON FILM COVID-19 PROTOCOL ACKNOWLEDGEMENT & PLEDGE:

As a film Kenyon College Film Student I have fully read the Kenyon Film COVID-19 policies and understand my responsibilities in adhering not only to these policies, but also the overriding restrictions regarding COVID-19, as specified in the Student Conduct Addendum; this includes requirements for masking and social distancing (6ft.+).

Additionally, I understand that any Kenyon Film set or shoot (no matter the location) is an extension of campus and that I am *not* to use actors outside the Kenyon student testing pool.

NAME PRINTED:

SIGNATURE:

DATE: